



PR/086504 | Bilingual (Japanese / English) Bookkeeper

募集職種

人材紹介会社

JAC Recruitment USA

求人ID

1512812

業種

監査・税理士法人

雇用形態

正社員

勤務地

アメリカ合衆国

給与

経験考慮の上、応相談

更新日

2025年01月07日 21:00

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

COMPANY OVERVIEW

A Japan desk of CPA firm is seeking a Bilingual (Japanese/English) Bookkeeper.

RESPONSIBILITIES

- Maintain financial records and payroll processing for clients
- Keep record of client accounts, accounts payable and receivable, and fixed assets
- Process payroll, gross-up calculations, and timesheet calculations (ADP or Paychex)
- Prepare financial statements, cash flow statements, and income statements, operational reports, and forms 1096, 1099 and 1042

- Prepare consolidated financial statements
- Perform monthly end closing and report financial statements to the respective Japanese parent company and work to ensure deadlines are met
- Prepare various state sales and use tax forms
- Prepare business property tax statements and city business tax statements
- Intercompany reconciliation (Japanese parent- U.S. Sub”
- Analysis of realized and unrealized exchange rate from intercompany transactions
- Reconcile and balance accounts
- Resolve client’s needs with accounting policies and procedures

REQUIREMENTS

- Fluency in Japanese and English, written and verbal
- Level 2 od Japanese Nissho Bookkeeping Test- preferred
- Bachelor’s degree with a major in Accounting or comparable subject
- Proficiency with Microsoft Office Suite programs, ADP, Paychex, or related programs
- Proficiency with QuickBooks (online and desktop versions)
- Previous experience in working as a bookkeeper or office administrative assistant within accounting or related industry

SALARY & Benefits

USD \$55,000 - \$65,000 DOE and discretionally bonus with Full Benefits

OTHERS

Work location: Remote position (East Coast preferred)

We sincerely apologize, but due to a high volume of applicants, only those who successfully pass the initial screening will be contacted. We truly appreciate your understanding.

#LI-JACUS #LI-US #countryUS

会社説明